STATE OF NEW MEXICO - TAXATION AND REVENUE DEPARTMENT

BUSINESS TAX REGISTRATION UPDATE

PLEASE TYPE OR PRINT IN BLACK INK - Instructions on reverse

CURRENT INFORMATION							
New Mexico Taxation and Revenue Department Identification Number (NM Tropics of the Company		RD ID#) 2	2. Federal Employer Identification Number: (FEIN)				
3. Business Name		4. DBA (If applicable)					
NEW INFORMATION FILL IN THOSE BOXES BELOW FOR WHICH A CHANGE IS BEING REPORTED							
5. Change the business registration status to: ACTIVE/CLOSED (Circle one)		6. Change the Business Start Date to:					
Effective Date: / / 7. Business Name		(Note: When ownership has changed a new NM TRD ID# must be obtained)					
7. Dusiless Name		DBA					
Business Phone Number () Ext.		Other Phone Number ()					
Mailing Address		City		State	Zip Code	Country	
Business Location Address (not a PO Box)		City		State	Zip Code	Country	
Add other physical location (Attach additional pages if necessary)		City		State	Zip Code	Country	
8. Will business pay wages to employees in New Mexico? 9. Workers Compensation Fee? DELETE ADD Effective Date:					<u> </u>		
10. Seasonal Businesses Only - Change the business season to: Season Start Month Season End Month							
11. Change the CRS Filing Status to: MONTHLY QUARTERLY SEMI-ANNUALLY (NOTE: Please review the filing status requirements on reverse before requesting a change.)					,		
ADD DELETE ADD DELETE Of business ADD DELETE Of business Accommodation, Food Services, and Orinking Places Manufacturing Administration and Support Services and Waste Management and Remediation Services Professional, Scientific and Technical Services Agriculture, Forestry, Fishing and Hunting Rental and Leasing of Real Property Arts, Entertainment and Resource Management Rental and Leasing of Tangible Personal Property Construction Retail Trade Construction Transportation and Warehousing Finance and Insurance Utilities Government Wholesale trade Health Care and Social Assistance Other Services							
14. Federal Employer Identification Number (FEIN) ADD DELETE							
15. Liquor License Type/No. : 18. Special Tax Registration Information - Only update if a change is necessary.							
	DELETE CHANGE Note: A Special Tax Registration must be completed when adding an activity Comm. No.: Gasoline Sales ADD DELETE Severing Natural Resources				process.	(T) no. e.e.	
	OMM. No. : Gasoline Sales		= '				
17. RLD Contractor's License No. : Cigarett	,	r	Water Producer	i i tosouroo	□ ADD	DELETE	
	o Products		Gaming Activities		☐ ADD	DELETE	
19. Are you closing a business? You may want to request a Letter of Good Standing or a Certificate of No Tax Due. See instructions on the back of this form.							
 Before updating Owners / Partners / Corporate Officers / Association Members / Shareholders information below, please see the instructions on the reverse side of this form. 							
(Atlach additional pages if necessary) # 1							
SSN							
NAME & TITLE							
ADDRESS							
PHONE & E-MAIL							
21. I declare that the information reported on this form and any supplemental page(s) is true and correct.							
Print Name Signature Date							
Send original to any Taxation & Revenue Department office listed on the back of this form. Please keep a copy for your files.							

This business tax registration update is to be used for the following tax programs: Gross Receipts, Compensating, Withholding, Workers Compensation Fee, Gasoline, Special Fuels, Cigarette, Tobacco Products, Severance, Resource, Water Producers and Gaming Activities. All attachments must contain the business name and New Mexico Taxation and Revenue Department Identification Number (NM TRD ID#). Should you need assistance completing this update, please contact the department at one of the offices listed below.

<u>COMPLETE ONLY</u> THE AREAS TO BE UPDATED OR CHANGED – If the ownership of a proprietorship has changed, a new NM TRD ID# is required (i.e. A proprietorship has now become a corporation; a different family member is now taking ownership of the family business, etc). If the ownership of a partnership has changed (i.e. a partner is no longer involved or you wish to add a partner) a new NM TRD ID# is required.

CURRENT INFORMATION

- 1. Provide the New Mexico Taxation and Revenue Department Identification Number (NM TRD ID#)
- 2. Provide the Federal Employer Identification Number (FEIN) if applicable. If the FEIN has changed as a result of an ownership change, a new NM TRD ID# is required.
- 3. Provide the current business name and name the business is Doing Business As (DBA) (as it appears on Taxation and Revenue Department records before the change is made).

NEW INFORMATION

- 4. Enter the name you are DOING BUSINESS AS if applicable.
- 5. Change the business registration status to ACTIVE or CLOSED. Circle one. Provide an effective date for the status change.
- 6. Change the Business Start Date if the date originally indicated is incorrect and no business activity has occurred.
- 7. Change as needed the Business Name, DBA, Business Phone Number and Extension, Other Phone Number, Mailing Address, Business Location Address and add any other physical locations. (Attach additional pages if necessary). Complete ONLY items that have changes.
- 8. Check Yes or No. Every employer, including employers of some agricultural workers, who withhold a portion of an employee's wages for payment of federal income tax, must withhold NM income tax..
- Check the box to Add or Delete the Workers' Compensation Fee status. Provide an effective date when you become (or plan to become) a covered
 employer or are no longer subject to the fee. For more information contact the Workers' Compensation Administration at (505) 841-6000 or
 www.workerscomp.state.nm.us.
- 10. Seasonal Businesses only When the business is engaged in business activity outside the Business Season, the entity is no longer a Seasonal Business. Indicate the new Business Season for a seasonal business only.
- 11. Request to change the CRS filing Status to Monthly, Quarterly, or Semi-annually. Please be guided by the following filing status requirements:

 a) Monthly due by the 25th of the following month if combined taxes due average more than \$200 per month or if you wish to file monthly regardless of the amount due. Monthly periods are from the Ist of each month to the last day of each month.

 b) Quarterly- due by the 25th of the month following the end of the quarter if combined taxes due for the quarter are less than \$600 or an average of less than \$200 per month in the quarter. Quarters are January 1st March 31st; April 1st June 30th; July 1st September 30th; October 1st December 31st.

 c) Semiannual due by the 25th of the month following the end of the 6-month period if combined taxes due are less than \$1,200 for the semiannual period or an average less than \$200 per month for the 6 month period. Semiannual periods are January 1st June 30th; July 1st December 31st.
- 12. Add or Delete the business activity in which the business is engaged. More than one business activity can be selected. Please describe all business activities that are "added". If you are unsure as to your entity's business classification, please contact one of offices listed below.
- 13. Briefly describe the nature of the type(s) of business in which you will be engaging. The lack of information may affect the type of NTTC for which you qualify.
- 14. Add or Delete the Federal Employer Identification Number (FEIN), issued by the Internal Revenue Service. If the FEIN has changed as a result of an ownership change, a new NM TRD ID# is required.
- 15. Liquor License Type/No. Add, Delete or Change the Liquor License Type/No. issued by the Alcohol and Gaming Division of the Regulation and Licensing Department.
- 16. Public Regulation Commission No. Add, Delete or Change the Public Regulation Commission No. issued by the Public Regulation Commission.
- 17. RLD Contractor's License No. Add, Delete, or Change the License Number issued by the Construction Industries Division of the Regulation and Licensing Department.
- 18. Special Tax Registration information Add or Delete an activity, which qualifies for Special Tax purposes. A Special Tax Registration form must be completed when adding an activity. Taxpayers selling, leasing, or transferring a liquor license should request a letter of no objection from the Taxation & Revenue Department.
- 19. Check this box if you are closing a business. Proprietorships may want to request a Letter of Good Standing from the Department to verify that there are no outstanding liabilities or non-filed reports for the business you are closing. Corporations dissolving or withdrawing from doing business in New Mexico should request a Corporate Certificate of No Tax Due and contact the Public Regulation Commission. Purchasers/Lessee's (Successor in Business) of a business, license, or permit may also request a Certificate of No Tax Due to ensure they are not liable for any taxes due the department by the seller or lessor. A Request for Tax Clearance or Letter of Good Standing can be downloaded at www.tax.state.nm.us/. For additional information, please contact one of the offices listed below.
- 20. You may *update* an owner's or partner's address, telephone number, or e-mail address. You may add, change, or delete Corporate Officers, Association Members, or Shareholders and their corresponding address, telephone number, or e-mail address. If you are unsure if a new NM TRD ID# is required, please contact the department at one of the offices listed below. Note: When <u>ownership has changed</u>, a new NM TRD ID# must be obtained.
- 21. The registration update should be signed by an Owner, Partner, Corporate Officer, Association Member, Shareholder, or authorized representative.

Return this form and all attachments to one of the offices listed below.

Taxation & Revenue Department Manuel Lujan Sr. Building 1200 South St. Francis Dr. PO Box 5374 Santa Fe, NM 87502-5374 (505) 827-0951 Taxation & Revenue Department 5301 Central NE PO Box 8485 Albuquerque, NM 87198-8485 (505) 841-6200

Taxation & Revenue Department 2540 El Pasco, Bldg #2 PO Box 607 Las Cruces, NM 88004-0607 (575) 524-6225 Taxation & Revenue Department 400 N. Pennsylvania Stc.200 PO Box 1557 Roswell, NM 88202-1557 (575) 624-6065